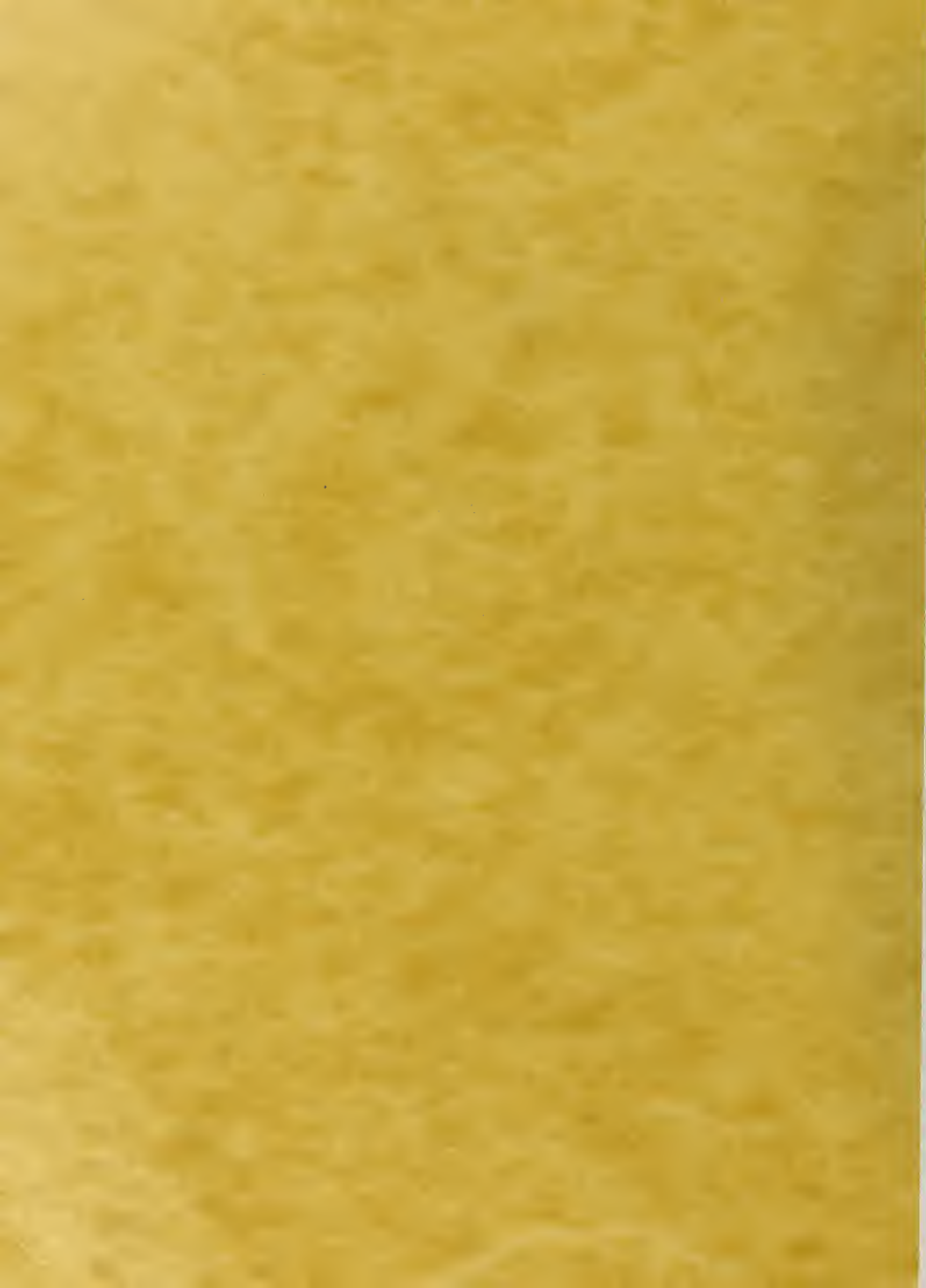


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WORKBOOK A

JOB SELECTION WORKBOOK

FOR USE WITH

Guide for Occupational Exploration

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UNITED STATES EMPLOYMENT SERVICE
EMPLOYMENT AND TRAINING ADMINISTRATION
UNITED STATES DEPARTMENT OF LABOR
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JOB SELECTION WORKBOOK

This workbook has been prepared to help you get ready to find a job! Whether you have recently lost your job or are seeking your first job, the workbook should be of assistance. It will help you follow a step-by-step process to learn more about the world of work and how to choose an occupation or type of work that you would like to do and be able to do. Plan to spend about two to three hours using this workbook and the reference materials listed below to help you choose and get a suitable job. A few hours spent now in job exploration and planning might make a big difference in your future.

People differ in what kind of work they can do and in what they're interested in. You need to have three kinds of information to find a job that is right for you.

First, you need information about yourself. You need to know the kind of work you would like to do. You need to know whether you are able to do such work. If you can't do it now, you need to know if you can learn to do it and if a training program is available.

Second, you need information about jobs that sound interesting to you. You need to know what the worker does on the job. What knowledge and skills the worker must have. What training is needed.

Third, you need to know if jobs are available in the occupations you are considering.

This workbook will help you learn about occupations which match your interests and abilities. It will also help you develop a plan of action to secure training or employment. It is organized into the following six steps:

- Step 1. Think about your interests.
- Step 2. Select one or more work groups to explore.
- Step 3. Explore the work groups you selected.
- Step 4. Explore subgroups and specific occupations.
- Step 5. Get it all together.
- Step 6. Plan your next steps.

This workbook will show you how to complete these steps. When you have completed them, you should have a much better idea of the type of work you want and can learn to do. In addition, you will be better prepared to seek employment, whether you do so through your State Job Service Office, a private employment agency, a school placement program, or by taking such independent action as answering want ads or applying directly to employers.

To get the information you need in order to complete this workbook, you will have to do some reading in two different United States Employment Service publications. These are:

- 1. The Guide for Occupational Exploration
- 2. The Dictionary of Occupational Titles

The Dictionary of Occupational Titles includes the title and definition of almost all of the occupations which exist in the United States today. There are over 12,000 occupations defined in this Dictionary. All of these occupations (except those in the military) have been assigned to an interest area, a work group, and a subgroup, in the Guide for Occupational Exploration.

There are twelve interest areas, each of which has a title and a two-digit code. An example of an interest area is Artistic, which has the code of 01.

There are 66 work groups, each of which has been given a title and a four-digit code. An example of a work group is Literary Arts, which is coded 01.01.

Within each work group, occupations have been organized into subgroups, each of which has been given a title and a six-digit code. An example of a subgroup is Creative Writing which is coded 01.01.02.

The following is an example of all three of these - an area, a work group, and a subgroup - when they are put together.

01	Artistic	(Interest Area)
01.01	Literary Arts	(Work Group)
01.01.02	Creative Writing	(Subgroup)

You will notice that in the six-digit code for a subgroup, the first two digits represent the interest area, the first four indicate the work group, and all six digits represent the subgroup.

If you will look on page 17 of the Guide, you find that the following occupations are listed under the subgroup title and code of 01.01.02:

Biographer (profess. & kin.) 052.067-010
Copy Writer (profess. & kin.) 131.067-014
Humorist (profess. & kin.) 131.067-026
Lyricist (profess. & kin.) 131.067-034
Poet (profess. & kin.) 131.067-042
Writer, Prose, Fiction and Nonfiction (profess.
& kin.) 131.067-946

Continuity Writer (radio & tv broad.) 131.087-010

These jobs are listed with their title and Dictionary code, so that you may look up their definitions in the Dictionary.

It should not be difficult for you to follow the instructions in this workbook step-by-step. As you do this, you will learn about many jobs, including some that you never knew existed. You will end up with a better understanding of the kinds of work you can do and find satisfaction doing. This Job Selection Workbook will be yours to keep. It may be of interest to those you contact as you seek employment.

STEP 1. Think About Your Interests

What kind of work would you most like to do? Some workers are interested in helping others. Some would rather work with their hands or tools or machines. Others prefer artistic work, or selling, or writing, or clerical work. These are just a few examples.

In order to learn more about the relation of your interests to occupations, turn to Figure 1 on the following page and read the titles and definitions of each interest area. In the blank form on page 7 write the two-digit number and the title of each area which you think you might be interested in exploring. Complete this activity before you read further in this workbook.

DEFINITIONS OF INTERESTS

- 01 Artistic
Interest in creative expression of feelings or ideas.
- 02 Scientific
Interest in discovering, collecting, and analyzing information about the natural world and in applying scientific research findings to problems in medicine, life sciences, and natural sciences.
- 03 Plants and Animals
Interest in activities involving plants and animals, usually in an outdoor setting.
- 04 Protective
Interest in using authority to protect people and property.
- 05 Mechanical
Interest in applying mechanical principles to practical situations, using machines, hand tools, or instruments.
- 06 Industrial
Interest in repetitive, concrete, organized activities in a factory setting.
- 07 Business Detail
Interest in organized, clearly defined activities requiring accuracy and attention to details, primarily in an office setting.
- 08 Selling
Interest in bringing others to a point of view through personal persuasion, using sales and promotion techniques.
- 09 Accommodating
Interest in catering to and serving the desires of others, usually on a one-to-one basis.
- 10 Humanitarian
Interest in helping individuals with their mental, spiritual, social, physical or vocational concerns.
- 11 Leading-Influencing
General interest in leading and influencing others through activities involving high level verbal or numerical abilities.
- 12 Physical Performing
Interest in physical activities performed before an audience.

Figure 1

If you have a particular occupation in mind, you can find the interest area to which it belongs by looking it up in the alphabetical index which begins on page 336 of the Guide. Following the job title in the index, you will find two code numbers. The second code number will have six digits, separated by periods into three sets of two.

The first two digits of this group are the code number of the interest area to which the job belongs. Include this code number and the title of this area in the list you plan to explore. (Example: The six-digit group for machinist is 05.05.07. The first two digits, 05, indicate that this job is located in interest area 05 Mechanical. Thus, if you are interested in machinist or other mechanical types of work you would list this area as one you want to explore.)

If you would like to know more about any of the 12 interest areas, you may look up a more detailed description of the area. The page numbers for those descriptions are shown in dark type in the Contents in the front of the Guide on pages v and vi.

STEP 2. Select One or More Work Groups to Explore

Some work groups are made up of jobs which require little special training or experience. Jobs in these groups are open to nearly anyone who is willing to work. Other groups include jobs which require special courses in school or special training or education after high school.

For example, some jobs require knowledge of subjects such as physics or chemistry. Others require accuracy and speed in working difficult math problems. You need to think about what courses you have taken in school, how well you did in those subjects, and whether or not you might like a job which uses such knowledge and skills. You also need to think about whether you might be able to get needed additional training. If work groups or jobs you are considering require work experience in a lower level job, you need to determine if you have such experience or are willing and able to get it.

The work groups in each interest area are generally arranged in order, with the groups that require the most education, training, and experience listed first. Figure 2 on the following page illustrates this by listing the work groups in Area 05, Mechanical. As the figure shows, the first group in 05 is 05.01, Engineering. Most jobs in this group require four or more years of college or technical training. The last work group in this area is 05.12, Elemental Work: Mechanical. Many jobs in this group are open to workers who have little formal education. The work groups between 05.01 and 05.12 are arranged as nearly as possible to place the groups requiring the most education and experience ahead of those which require less knowledge, skill, or training. As you make your selection of work groups to explore, you need to think about the difficulty of the work involved in each group, and about the training and experience that are required.

WORK GROUPS IN AREA 05, MECHANICAL

05.01	Engineering
05.02	Managerial Work: Mechanical
05.03	Engineering Technology
05.04	Air and Water Vehicle Operation
05.05	Craft Technology
05.06	Systems Operation
05.07	Quality Control
05.08	Land and Water Vehicle Operation
05.09	Materials Control
05.10	Crafts
05.11	Equipment Operation
05.12	Elemental Work: Mechanical

Figure 2

In order to select the work groups you want to explore further, you need to determine if you would find satisfaction in work activities such as those required by occupations in the group. To do this, turn to the Contents of the Guide, page v and vi, and find the page numbers for the work groups in the first interest area you selected in Step 1. Turn to the pages of other work groups you want to know more about and read the descriptions of those groups. Think about what you like to do and what you think you can do. Select those work groups which interest you and which involve work you think you can do.

In the blank form on the page following this one, write the code number of the interest area and the code and title of each work group you want to explore further. If you aren't certain about a particular group, you can include it in your list until you learn more about it in Step 3.

When you have made your selection of work groups from the first interest area you selected in Step 1, follow this same process for any other interest areas you selected in Step 1.

You will notice that the questions under the work group description are the same as those listed on the Work Group Exploration Sheets you are using. As you read about a group, you may discover that you are not interested in it, or you may find that the training requirements are more difficult than you want. If you find that you no longer want to consider the group, stop exploring it and do not complete an exploration sheet for it. You may also want to cross it off the list of the work groups you made out in Step 2. If your interest in the group continues, fill in Part 1 of the exploration sheet as completely as possible and then go on to Step 4 and explore the subgroups in this group. Do the same for each work group you have decided to explore.

WORK GROUP EXPLORATION SHEET

Group No: _____

Title: _____

PART 1: TO BE COMPLETED AS PART OF STEP 3.

The information about each work group in the Guide for Occupational Exploration is organized in the form of answers to five basic questions. When you explore any work group, first read the information it gives in answer to question 1. Then complete the blank for that question on this sheet. Continue with each of the other four questions in the same manner. You may drop the group at any time you decide it is not for you.

1. What kind of work would you do? (The work group answer describes tasks performed by workers on different jobs in this group. Note here those which appear most interesting to you and which you think you could learn to do.)
2. What skills and abilities do you need for this kind of work? (Compare the skills and abilities needed with the ones you have. List the skills needed and indicate after each the extent to which you have it, e.g., little or none, fair amount or great amount. If little or none, indicate if you are interested in developing them further through training or experience.)

3. How do you know if you would like or could learn to do this kind of work? (Which of these clues seem to fit you? Can you think of other experiences you have had which show your interest or your ability to do the work involved? Write your answers here.)

4. How can you prepare for and enter this kind of work? (Note the education, specific training, and experience requirements listed for jobs in this group. What additional training or experience would you need in order to qualify for this type of work? In the space below, list the things you would have to do to become qualified.)

(Are you willing and able to secure the training and experience needed by workers in this group? What barriers, such as lack of time or money, or lack of interest in training, would you have to overcome? How do you feel about the possibility of preparing for this work? Write your answer here.)

5. What else should you consider about these jobs? (In the space below, list anything else you need to consider about the group.)

SUBGROUPS AND SPECIFIC JOBS TO CONSIDER IN GROUP NO.

[illegible]

STEP 4. Explore Subgroups and Specific Occupations

After you have decided that you are interested in a work group and have filled in Part 1 of the Work Group Exploration Sheet (Step 3), you should examine its subgroups to see if one or more of them appears to suit your interests and qualifications better than the others. If you need further information to help you decide, you should pick out one or more of the occupations in the subgroup and look them up in the Dictionary of Occupational Titles. You can do this by using the nine-digit DOT code, which is shown in the subgroups immediately following the title of each occupation. For example, the DOT code for Copy Writer is 131.067-010 and is located in subgroup 01.01.02 (see page 17 of the Guide.)

Job definitions in the Dictionary of Occupational Titles are listed in numerical order by DOT code. Thus, to look up Copy Writer, you would look in the DOT under code 131.067-010, which is on page 77.

As you work through Step 4, for any work group, keep a record of any subgroups or specific occupations which are of particular interest to you. Use Part 2 of the Work Group Exploration Sheet to record this information.

Complete the subgroups (Part 2) for each work group (Part 1), before going on to the subgroups for the next work group which interests you. When you finish with Part 2 for the first work group on page 14, fill in the Part 2 work sheets in the back of this workbook for all the other work groups for which you completed Work Group Exploration Sheets.

When you have completed your exploration of all groups which interest you, and have identified subgroups, and possibly occupations, of particular interest, you are in a position to organize the information you have gathered. You can then make some decisions and plan your next steps. Step 5 will help you do this.

STEP 5. Get It All Together

As you make your vocational plans, it is not usually a good idea to narrow your preferences to one occupation. Although you can hold only one job at a time, you should have alternative choices ready in case you cannot complete preparation, cannot find employment, or find that you have lost interest in your preferred occupation as you have learned more about yourself and about the work involved.

As you complete your exploration of work groups and subgroups, make sure that you have a record of those which you want to continue to consider until you find satisfactory employment. Such a record should list all subgroups you are still considering, starting with the one for which you have the greatest interest and ending with the one which seems least important to you. The table on page 23 should serve this purpose. If you have identified one or more specific occupations in which you are interested and for which you feel at least partially qualified, they should be included in your list and identified by subgroup number.

Review what you have written on each work group exploration sheet. From these sheets, you should be able to identify subgroups and specific occupations that are of interest to you. They should be listed in the following table, in order of interest to you. If you are interested in

the type of work covered by a subgroup but are not sure which occupations within the group you prefer, list the subgroup only, showing subgroup, number and title. If you are interested in one or more specific occupations in a subgroup, list the subgroup number and title and the DOT occupational title. More than one occupation in the same work group may be listed.

OCCUPATIONS OR SUBGROUPS WHERE I PREFER TO FIND EMPLOYMENT

My Qualification Status

<u>Strongest Interest</u>	<u>Subgroup Number</u>	<u>Subgroup Title</u>	<u>Title of Occupation</u>	<u>Qualified</u>	<u>Have Most Skills</u>	<u>Have Some Skills</u>	<u>Need Training or Experience</u>
	1 . .	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	2 . .	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	3 . .	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	4 . .	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	5 . .	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	6 . .	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	7 . .	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	8 . .	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	9 . .	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>Least Interest</u>	10 . .	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Use the information in your Work Group Exploration Sheets and in the work group descriptions to compare your present qualifications with those needed in the subgroups or occupations you are considering. You may have the training and experience needed for immediate employment. On the other hand, you may have to make plans which include additional training, or securing work experience at a lower level to help qualify you for the work of your choice. In the section headed My Qualification Status in the table above, check the boxes which you think describe your readiness to take a job in each of the subgroups or occupations you have listed.

STEP 6. Plan Your Next Steps

When you have completed the first five steps you are ready to determine your own personal plan of action. How you plan your next steps will depend on how you analyze your present situation. Read all of the following statements and check the one which best describes how you feel about yourself right now.

- ☐ 1. My need for employment is urgent. I must start earning money as soon as possible.
- ☐ 2. I need additional training for employment.
 - ☐ a. I can get the financial help I need in order to take the necessary training.
 - ☐ b. I would need some help.
 - ☐ c. I would need much help.
- ☐ 3. I would prefer to get a job and also enter a training program.
- ☐ 4. I need to explore further before I make up my mind.
- ☐ 5. I don't know what I need. I would like help from a counselor.

Plan your next steps according to what you have checked above. If your next step is employment (number 1, above), you need to make some job-hunting plans. The chart on page 23 will help you identify the type of job opening you are seeking and should give you clues concerning possible employers. Your State Job Service office, your school counselor, or your library should be able to help you find a how-to-do-it-book on job hunting which will help you develop a resume of your qualifications and give you other suggestions. Your State Job Service office may have brochures or other materials available for your use, and can assist you in finding employment. In addition, you may seek employment on your own by answering want ads or applying directly to employers.

However you go about it, take this workbook with you. It will help a State Job Service counselor or interviewer, rehabilitation or other counselor or potential employer to learn about your interests and abilities. It should also help convince those who see it that you are making a real effort to locate a job you are qualified to do or learn.

If your next step is training (number 2 above), your State Job Service, your library, or your school counselor should be able to help you locate information about available training programs. If you apply personally for admission to any training program, you may want to show this workbook to the admissions counselor so that he or she may better help you plan an appropriate course.

If you hope to combine employment and training (number 3 above), you can proceed by either or both of the following approaches. You can first seek employment and then look for a part-time training program which will fit into your work schedule. Or you can apply for admission to a training program, in a school or agency which will help you find part-time work. Some training agencies provide part-time paid employment as part of their program. Again, your State Job Service agency, your library or your school counselor can help you learn more about combined work and training opportunities.

If you feel the need for further exploration before you make up your mind (number 4 above), you can proceed by either or both of the following approaches. You can repeat the steps outlined in this workbook and explore work groups you passed up the first time through. Or you can contact a counselor in your State Job Service agency or other agency which provides vocational guidance services, as suggested in more detail in the next paragraph.

If you don't know what you should do (number 5 above), you can probably be helped by a vocational counselor or by enrolling in a course or program which has been designed to help people who want assistance in vocational planning. If you are a student, you should arrange to meet with your school counselor, who can help you personally or tell you about any special programs available. If you are already in contact with a specialized agency such as the Bureau of Vocational Rehabilitation or a half-way house, the counselor or case worker in that program should be able to help you or to refer you to someone who can. If you are completely on your own, you should try to locate a private or public organization that offers vocational guidance services. Your library can probably help you identify such organizations. One agency, as stated earlier, which should be able to provide you both employment counseling and job placement service is the local office of the State Job Service.

It will help you get the best results from all the studying and thinking you have just done if you make a step-by-step outline of the things you think you should do next. Use the Plan of Action Sheet at the end of this section to make a record of the next steps you plan. Your next steps will, of course, depend on how you analyze your present situation and which of the items on page 25 you checked. Write your ideas in the order in which you think you should act on them so that you can use your list as a checklist to see how you are progressing. For example, if you checked item 1, you will need to plan the best way to get a job. You may start by reading a book on job-hunting from your school or local library. Next you may want to prepare a personal resume' showing your training,

experience, and other qualifications. If you haven't already done so, you should register at the local office of your State Job Service. These are just a few samples of things you might write into your plan of action. In addition to a primary plan of action, you might also want to work out an alternate plan for use in case the first one doesn't work out rapidly enough--or you find some problems with it.

Whatever step you take, be sure that you plan to make use of the things you have learned as you completed this workbook. You will probably want to share the workbook with people you contact, whether for employment, admission to training, or vocational counseling.

PLAN OF ACTION

Action Planned	Date Taken	Results
1.		
2.		
3.		
4.		

USE ADDITIONAL SHEETS IF NECESSARY

INSTRUCTIONS: In the left column, list all the steps you plan to take to reach your objective of selecting an occupation, preparing for it, and/or seeking employment. If your plans include training they may require a year or more to complete. Write your plans in pencil because you may want to change later steps as a result of what you accomplish in the earlier ones.

In the second column show the date you took the planned action and in the third column the results from that action. You may want show further plans in the first column if the results proved unsuccessful and continue to do so until you meet with success.

WORK GROUP EXPLORATION SHEET

Group No: _____

Title: _____

PART 1: TO BE COMPLETED AS PART OF STEP 3.

The information about each work group in the Guide for Occupational Exploration is organized in the form of answers to five basic questions. When you explore any work group, first read the information it gives in answer to question 1. Then complete the blank for that question on this sheet. Continue with each of the other four questions in the same manner. You may drop the group at any time you decide it is not for you.

1. What kind of work would you do? (The work group answer describes tasks performed by workers on different jobs in this group. Note here those which appear most interesting to you and which you think you could learn to do.)

2. What skills and abilities do you need for this kind of work? (Compare the skills and abilities needed with the ones you have. List the skills needed and indicate after each the extent to which you have it, e.g., little or none, fair amount or great amount. If little or none, indicate if you are interested in developing them further through training or experience.)

3. How do you know if you would like or could learn to do this kind of work? (Which of these clues seem to fit you? Can you think of other experiences you have had which show your interest or your ability to do the work involved? Write your answers here.)
4. How can you prepare for and enter this kind of work? (Note the education, specific training, and experience requirements listed for jobs in this group. What additional training or experience would you need in order to qualify for this type of work? In the space below, list the things you would have to do to become qualified.)

(Are you willing and able to secure the training and experience needed by workers in this group? What barriers, such as lack of time or money, or lack of interest in training, would you have to overcome? How do you feel about the possibility of preparing for this work? Write your answer here.)

5. What else should you consider about these jobs? (In the space below, list anything else you need to consider about the group.)

SUBGROUPS AND SPECIFIC JOBS TO CONSIDER IN GROUP NO.

[illegible]

WORK GROUP EXPLORATION SHEET

Group No: _____

Title: _____

PART 1: TO BE COMPLETED AS PART OF STEP 3.

The information about each work group in the Guide for Occupational Exploration is organized in the form of answers to five basic questions. When you explore any work group, first read the information it gives in answer to question 1. Then complete the blank for that question on this sheet. Continue with each of the other four questions in the same manner. You may drop the group at any time you decide it is not for you.

1. What kind of work would you do? (The work group answer describes tasks performed by workers on different jobs in this group. Note here those which appear most interesting to you and which you think you could learn to do.)
2. What skills and abilities do you need for this kind of work? (Compare the skills and abilities needed with the ones you have. List the skills needed and indicate after each the extent to which you have it, e.g., little or none, fair amount or great amount. If little or none, indicate if you are interested in developing them further through training or experience.)

Work Group Exploration Sheet, Part 1.

Page 2

3. How do you know if you would like or could learn to do this kind of work? (Which of these clues seem to fit you? Can you think of other experiences you have had which show your interest or your ability to do the work involved? Write your answers here.)

4. How can you prepare for and enter this kind of work? (Note the education, specific training, and experience requirements listed for jobs in this group. What additional training or experience would you need in order to qualify for this type of work? In the space below, list the things you would have to do to become qualified.)

(Are you willing and able to secure the training and experience needed by workers in this group? What barriers, such as lack of time or money, or lack of interest in training, would you have to overcome? How do you feel about the possibility of preparing for this work? Write your answer here.)

5. What else should you consider about these jobs? (In the space below, list anything else you need to consider about the group.)

PART 2: TO BE COMPLETED AS PART OF STEP 4

SUBGROUPS AND SPECIFIC JOBS TO CONSIDER IN GROUP NO. _____

(All of the jobs in this work group are listed following the group description in the Guide for Occupational Exploration. Note that they are clustered into subgroups of similar jobs. Look at each subgroup. Note its title and the jobs it contains. List the subgroup number and title and the job title and code of the specific occupations which interest you most. Do not list specific occupations unless you have a particular interest in them and feel at least partially qualified.)

<u>Subgroup #</u>	<u>Subgroup Title</u>	<u>Occupational Title</u>	<u>DOT Code</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
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_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

WORK GROUP EXPLORATION SHEET

Group No: _____

Title: _____

PART 1: TO BE COMPLETED AS PART OF STEP 3.

The information about each work group in the Guide for Occupational Exploration is organized in the form of answers to five basic questions. When you explore any work group, first read the information it gives in answer to question 1. Then complete the blank for that question on this sheet. Continue with each of the other four questions in the same manner. You may drop the group at any time you decide it is not for you.

1. What kind of work would you do? (The work group answer describes tasks performed by workers on different jobs in this group. Note here those which appear most interesting to you and which you think you could learn to do.)

2. What skills and abilities do you need for this kind of work? (Compare the skills and abilities needed with the ones you have. List the skills needed and indicate after each the extent to which you have it, e.g., little or none, fair amount or great amount. If little or none, indicate if you are interested in developing them further through training or experience.)

3. How do you know if you would like or could learn to do this kind of work? (Which of these clues seem to fit you? Can you think of other experiences you have had which show your interest or your ability to do the work involved? Write your answers here.)

4. How can you prepare for and enter this kind of work? (Note the education, specific training, and experience requirements listed for jobs in this group. What additional training or experience would you need in order to qualify for this type of work? In the space below, list the things you would have to do to become qualified.)

(Are you willing and able to secure the training and experience needed by workers in this group? What barriers, such as lack of time or money, or lack of interest in training, would you have to overcome? How do you feel about the possibility of preparing for this work? Write your answer here.)

5. What else should you consider about these jobs? (In the space below, list anything else you need to consider about the group.)

SUBGROUPS AND SPECIFIC JOBS TO CONSIDER IN GROUP NO.

[illegible]

WORK GROUP EXPLORATION SHEET

Group No: _____

Title: _____

PART 1: TO BE COMPLETED AS PART OF STEP 3.

The information about each work group in the Guide for Occupational Exploration is organized in the form of answers to five basic questions. When you explore any work group, first read the information it gives in answer to question 1. Then complete the blank for that question on this sheet. Continue with each of the other four questions in the same manner. You may drop the group at any time you decide it is not for you.

1. What kind of work would you do? (The work group answer describes tasks performed by workers on different jobs in this group. Note here those which appear most interesting to you and which you think you could learn to do.)

2. What skills and abilities do you need for this kind of work? (Compare the skills and abilities needed with the ones you have. List the skills needed and indicate after each the extent to which you have it, e.g., little or none, fair amount or great amount. If little or none, indicate if you are interested in developing them further through training or experience.)

3. How do you know if you would like or could learn to do this kind of work? (Which of these clues seem to fit you? Can you think of other experiences you have had which show your interest or your ability to do the work involved? Write your answers here.)

4. How can you prepare for and enter this kind of work? (Note the education, specific training, and experience requirements listed for jobs in this group. What additional training or experience would you need in order to qualify for this type of work? In the space below, list the things you would have to do to become qualified.)

(Are you willing and able to secure the training and experience needed by workers in this group? What barriers, such as lack of time or money, or lack of interest in training, would you have to overcome? How do you feel about the possibility of preparing for this work? Write your answer here.)

5. What else should you consider about these jobs? (In the space below, list anything else you need to consider about the group.)

PART 2: TO BE COMPLETED AS PART OF STEP 4

SUBGROUPS AND SPECIFIC JOBS TO CONSIDER IN GROUP NO.

(All of the jobs in this work group are listed following the group description in the Guide for Occupational Exploration. Note that they are clustered into subgroups of similar jobs. Look at each subgroup. Note its title and the jobs it contains. List the subgroup number and title and the job title and code of the specific occupations which interest you most. Do not list specific occupations unless you have a particular interest in them and feel at least partially qualified.)

[illegible]

WORK GROUP EXPLORATION SHEET

Group No: _____

Title: _____

PART 1: TO BE COMPLETED AS PART OF STEP 3.

The information about each work group in the Guide for Occupational Exploration is organized in the form of answers to five basic questions. When you explore any work group, first read the information it gives in answer to question 1. Then complete the blank for that question on this sheet. Continue with each of the other four questions in the same manner. You may drop the group at any time you decide it is not for you.

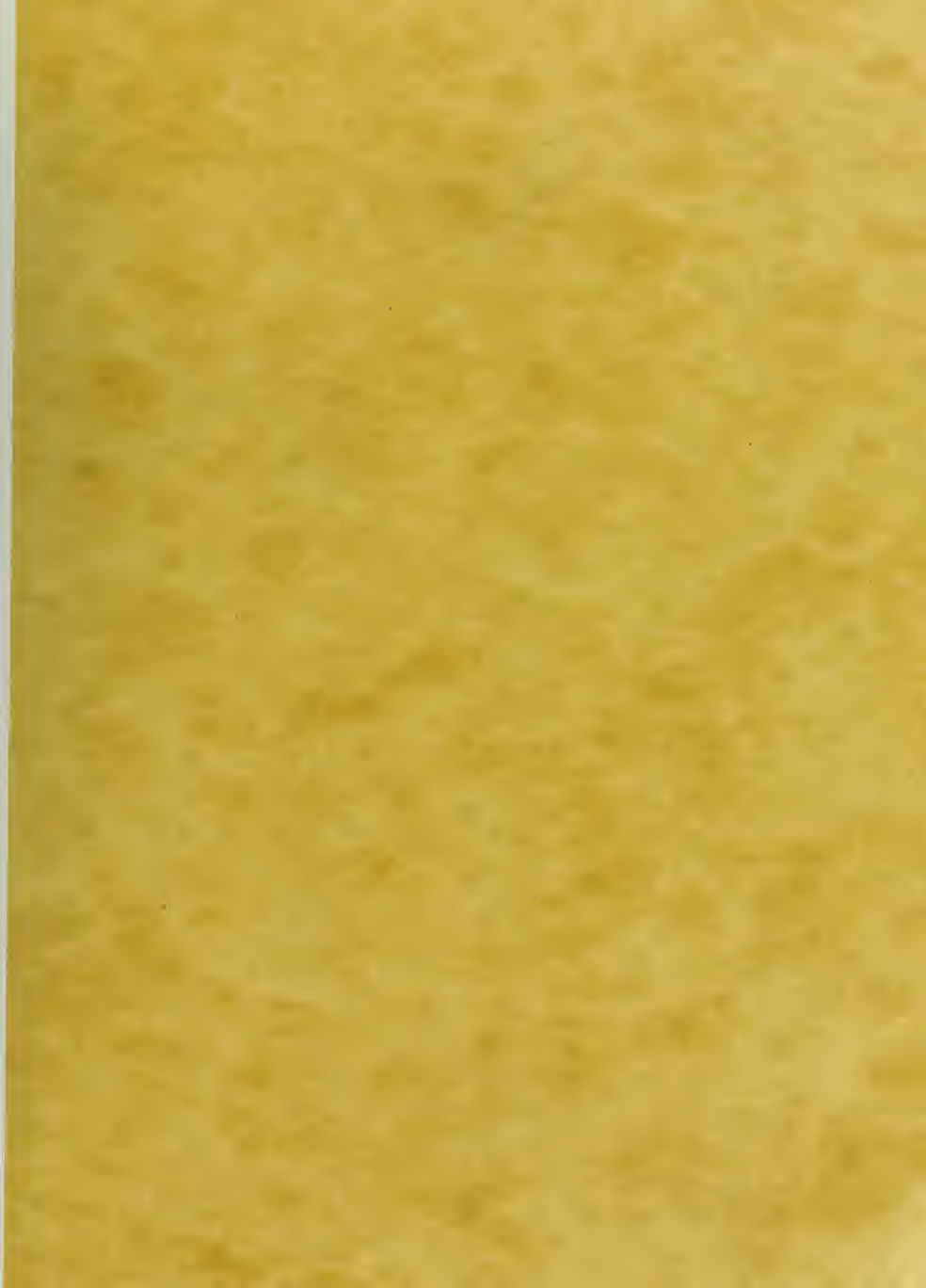
1. What kind of work would you do? (The work group answer describes tasks performed by workers on different jobs in this group. Note here those which appear most interesting to you and which you think you could learn to do.)

2. What skills and abilities do you need for this kind of work? (Compare the skills and abilities needed with the ones you have. List the skills needed and indicate after each the extent to which you have it, e.g., little or none, fair amount or great amount. If little or none, indicate if you are interested in developing them further through training or experience.)

3. How do you know if you would like or could learn to do this kind of work? (Which of these clues seem to fit you? Can you think of other experiences you have had which show your interest or your ability to do the work involved? Write your answers here.)
4. How can you prepare for and enter this kind of work? (Note the education, specific training, and experience requirements listed for jobs in this group. What additional training or experience would you need in order to qualify for this type of work? In the space below, list the things you would have to do to become qualified.)

(Are you willing and able to secure the training and experience needed by workers in this group? What barriers, such as lack of time or money, or lack of interest in training, would you have to overcome? How do you feel about the possibility of preparing for this work? Write your answer here.)

5. What else should you consider about these jobs? (In the space below, list anything else you need to consider about the group.)



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